

Registration of Support Orders

If an existing order was issued by a tribunal in another state, the process to get that order before the responding state's tribunal is **registration**.

Registration for Enforcement

When you are registering an order, you will need the following information to proceed:

- ◆ Child Support Transmittal
- ◆ Two copies of the support order (one must be certified)
- ◆ Registration Statement

When a request for registration for enforcement comes into the central registry, they are to check for the above documentation, and inform the other state if parts are missing. One piece of information that is not listed above that you will probably want is some sort of certification of the arrears balance, such as an affidavit of arrears from the other state.

Registration Process – Incoming Case

Once you have assembled all the documents required, you must prepare a *notice of registration*. This notice is sent to the non-registering party (usually the NCP) to inform him that the order is going to be enforced by another tribunal, the amount of arrears, if any, and provides him with the opportunity to contest the validity of the registration.

Steps to registration:

1. Prepare Notice of Registration
2. Forward notice along with copies of supporting documentation (including the support orders) to the Clerk of Courts for filing and mailing.
3. The Clerk of Courts should file the order, assign a case number, and send a copy of the order along with the Notice of Registration to the NCP via certified mail.
4. The NCP then has 20 days to contact you to object to the registration of the order.
5. Once the 20 days have passed, the registration is confirmed, and you are able to take any appropriate enforcement action.

Registration Process – Outgoing Case

1. Assemble required documents and copies of orders.
2. Prepare CSET #1 . Indicate what you are requesting registration for (e.g., enforcement).
3. Prepare Registration Statement
4. Place a copy in the court file. (Obtain a court case number if appropriate).
5. Forward request to Central Registry in the other state.